

Part 400 – Public Information

Subpart A - General

400.3g

Part 400.3 – Kinds of Media

The NRCS New Mexico Web Home Page is one of the many ways where products and information can be provided to the public and to NRCS employees. This instruction applies to the use of the internet by all NRCS NM employees and to all authorized users (i.e. SWCD employees, volunteers) of NRCS equipment.

a) A standing Web Committee will be established to advise, provide training, and aid employees who have been designated by their section managers to provide products and information via the Internet. The Web Committee members will be made up of one member from each of the following groups: Administration, Engineering, Technical Services, Resource Inventory and Assessment, Programs, and Public Affairs.

b) The number of Web Committee members who may post to the web will be in compliance with National requirements.

c) Web authors are to be designated by their section managers. Web authors may only create material or make changes on the development site. The Web Committee members who are designated to do posting will complete all publishing.

d) Section managers are to approve all materials to be posted on the Web, and such material is to be submitted to the deputy state conservationist or other designated central manager to assure all clearances are obtained prior to posting on the web.

e) Clearances are not necessary for simple updates of existing material such as addition of names to lists or monthly snow survey data. All new material and substantive updates must be cleared through the appropriate section manager and the deputy state conservationist or other designated central manager.

f) The Webmaster will have access to the directory containing all the web files and directories.

g) Section managers will assign web authors for all pages other than the main Home Page. Web authors are responsible for making sure that their information is reviewed at a minimum on an annually basis.